

**CITY OF ASHEVILLE, NORTH CAROLINA  
CLASS SPECIFICATION**

**DEVELOPMENT AND PERMITTING MANAGER  
BUILDING SAFETY DEPARTMENT**

**GENERAL STATEMENT OF DUTIES**

Performs professional and administrative work managing the application and processing of permits for the City of Asheville. Employee reports to the Building Safety Director.

**DISTINGUISHING FEATURES OF THE CLASS**

An employee in this class performs technical, administrative, supervisory, and professional work in directing and coordinating the permitting activities of the Building Safety Department and other City departments. Work involves overseeing departmental permitting activities, reviewing projects, overseeing maintenance of the computer system, and preparing and monitoring the budget. Employee serves as a technical advisor to the City Council and City officials on matters relating to permitting and development. Supervision is exercised over technical and support personnel. Considerable tact and courtesy must be exercised in frequent contacts with City, Buncombe County, state and federal officials and private citizens. Work is performed with considerable independence under the limited supervision of the Building Safety Director and is evaluated through periodic conferences and reports in terms of the overall results achieved.

**ILLUSTRATIVE EXAMPLES OF WORK**

**ESSENTIAL JOB FUNCTIONS**

Supervises activities of the technical and clerical personnel of the Development and Permitting Division.

Provides permitting assistance and advice to City officials, homeowners, and others; prepares promotional and educational materials to distribute to same; oversees application for and approval of permits.

Reviews projects and blueprints to interpret code, regulations, ordinances, and laws; gives advice to architects, engineers, developers and others.

Prepares the annual Division budget; monitors expenditures.

Oversees maintenance of the Geobase computer system and security throughout the City; ensures that City employees gain necessary computer training.

Oversees calculation and collection of permit fees for the City; oversees daily cash

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deposits.

### **ADDITIONAL JOB FUNCTIONS**

Performs related work as required.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of the policies and procedures for processing and awarding City development and permit application.

Considerable knowledge of the principles and practices of the construction industry and development projects.

Considerable knowledge of building, zoning and other code enforcement.

Considerable knowledge of the principles and practices of urban zoning.

General knowledge of the principles and practices of urban planning.

General knowledge of governmental programs, laws and services pertinent to the planning process.

General knowledge of the environmental and socioeconomic implications of the development and construction process.

General knowledge of research techniques and reporting methods.

Working knowledge of basic accounting principles and practices.

Skill in the collection, analysis and presentation of technical data and planning recommendations.

Ability to read and interpret electrical, mechanical, plumbing, and building codes, and zoning codes.

Ability to design instructional and promotional documents.

Ability to express ideas effectively orally and in writing.

Ability to communicate effectively with a variety of people at all socioeconomic levels.

Ability to train and supervise the work of subordinate personnel.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

### **MINIMUM EXPERIENCE AND TRAINING**

Bachelor's degree in architecture, engineering or a related field and 6 to 9 years of related experience, with a master's degree in planning or public administration preferred, and a minimum of 3 years supervisory and management experience; and/or any equivalent combination of training and experience required to perform the essential position functions.

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### **COMPETENCIES**

**Technical Competency:** Ability to use the tools and concepts of the specialty area in which the employee works. Includes using appropriate processes, procedures, resources, and work or professional standards.

**Interpersonal Competency:** Ability to work with people, develop and maintain work relationships, communicate, manage conflict, and perform as an effective team member.

**Intellectual Competency:** Ability to think, learn and process information. Ability to solve problems and gather necessary information. Includes having math and reading skills appropriate to job level.

**Customer Service:** Ability to identify customers, determine the valid needs of a situation, and provide service or service recovery in a manner that satisfies the customer.

**Organizational and Community Sensitivity:** Ability to take the larger perspective into account, recognize organizational and community priorities and balance actions appropriately.

**Physical Skills:** Ability to perform required jobs with adequate strength, dexterity, coordination and visual acuity (with reasonable accommodation[s] if needed) and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Exempt  
Salary Grade 19